

OFFICE OF RESEARCH AND DEVELOPMENT

PERSONNEL

ORD Instruction 20-1
9 March 1964

THE ORD CAREER SERVICE PANEL

REFERENCE: HR 20-3b (1), (2)
Directive DD/R 20-1

1. GENERAL

→ This ^{Instruction} Regulation outlines the organization and general responsibilities of the ORD Career Service Panel.

2. ORGANIZATION

a. The ORD Career Service Panel will consist of the following members:

(1) Ex Officio Members

Assistant Director
Deputy Assistant Director/Physical Sciences
Deputy Assistant Director/Life Sciences

who? (2) Chairman (non-voting)

Administrative Officer

(3) Permanent Members

→ EXECUTIVE OFFICER
→ Division Chiefs and Acting Division Chiefs

(4) Recording Secretary (non-voting)

b. Meetings will be held on the first Monday of each month and at the call of the Chairman. Two-thirds of the permanent members will constitute a quorum. The Chairman will designate a member to serve in his absence.

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c. The minutes of the Panel meetings will be recorded and distributed "Eyes Only" to Panel members. A summary of the Panel's activities will be disseminated every 6 months to all office personnel.

d. All matters for consideration by the Panel will be submitted to the Chairman by the Wednesday preceding the Monday on which the Panel meets.

3. RESPONSIBILITY

It will be the responsibility of the ORD Career Service Panel to advise the Assistant Director for Research and Development on career management matters and to monitor the application and functions of the CIA personnel program as it applies to personnel with R Career Designations.

4. FUNCTIONS

a. The ORD Career Service Panel, as an advisory group to the AD/ORD, will monitor the career management program of the Office and advise him in the following matters;

- (1) Implementation of Agency and S&T Career Service Board personnel programs;
- (2) The policies and procedures for office career development, position assignment, promotion and training.

b. The ORD Career Service Panel will conduct a competitive evaluation and rate all personnel in grades 9 through 14 once a year.

c. The ORD Career Service Panel will review and make recommendations to the AD/ORD concerning:

- (1) Selection of individuals for Career Employee status;
- (2) Requests for ^{all} promotion to grades 6 through 14;


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- (3) Requests for all external training in excess of 160 hours.
- d. The ORD Career Service Panel will review and approve:
 - (1) Requests for internal training of more than 160 hours full time;
 - (2) Requests for all external training up to 160 hours;
 - (3) Recommendations for the retention of probational professional employees.
- e. The ORD Career Service Panel will perform such other functions as may be directed by the Assistant Director, ORD.

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Assistant Director
Office of Research and Development

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

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Acting Assistant Director
Office of Research and Development

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